DOCUMENT RESUME

ED 126 764 HE 007 403

TITLE Faculty Handbook. Kalamazoo College.
INSTITUTION Kalamazoo Coll., Mich.
PUB DATE 75
NOTE 63p.

EDRS PRICE MF-$0.83 HC-$3.50 Plus Postage.
DESCRIPTORS *Administrative Policy; *Church Related Colleges; *College Faculty; Committees; Faculty Promotion; *Governance; *Higher Education; Job Tenure; *Personnel Policy; Private Colleges
IDENTIFIERS *Faculty Handbooks; Kalamazoo College; Michigan

ABSTRACT

The faculty bylaws of Kalamazoo College constitute the major content of its faculty handbook with articles on meetings and organization, responsibilities, faculty council, standing committees, and employment (rank, salary, retention, tenure, and promotion). Other information on administrative policies and procedures are also included. (JT)

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ED126764

FACULTY HANDBOOK

Kalamazoo College

Kalamazoo, Michigan

1975-76

HE 007 403

Office of Academic Affairs

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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10/75

CHAPTER I

FACULTY BY-LAWS

Adopted by vote of the Faculty in March, 1951.

Amended by vote of the Faculty in January, 1955; June, 1958; May, 1960; October, December, 1960; May, 1961; January, 1963; June, 1963; May, 1964; February, 1968; April, 1968; July, 1968; May, 1969; March, 1973; May, 1974; February, 1975.

Preamble: The purpose of the By-Laws of the Faculty of Kalamazoo College is to set forth clearly what the duties and rights of the Faculty are and to give definite statement to the various rules, practices, customs and traditions that have come to be recognized informally as pertaining to the Faculty in the government of the College. These By-Laws are designed to describe the organized channels of cooperation between the Faculty, the College administration, and the Trustees. They also represent an attempt to codify the measures pertaining to the Faculty's legislative functions that are scattered through the minutes and other official documents.

ARTICLE I. Definition of "Faculty"

Section 1. For the purposes of these By-Laws, the term "Faculty" shall be defined as a body consisting of the President, the teaching faculty consisting of the professors, associate professors, assistant professors and full-time instructors, and members of the administrative staff whose duties require participation in the faculty meeting.

ARTICLE II. Meetings and Organization of the Faculty

Section 1. Regular meetings shall be held each month on the first Monday that the College is in session, at four o'clock in the afternoon (three o'clock during the Summer Quarter). Additional meetings may be held by vote of the Faculty, or at the call of the President, the Provost, or the Faculty Council, whenever any of them shall consider such meetings desirable, or at the call of the secretary whenever a request therefore shall have been made by a standing committee of the Faculty or by five members of the full-time teaching faculty.

Section 2. Meetings shall be conducted in accordance with Roberts' Rules of Order.

Section 3. All members of the Faculty are expected to attend regular and special meetings, and each member shall have a vote on all questions that come before the meeting.

Section 4. The officers of the Faculty shall be a Chairman, a Vice-Chairman, and a Secretary. The President of the College, as designated in the Trustee By-Laws, shall hold the office of Chairman, ex-officio. The Provost of the College shall hold the office of Vice-Chairman, ex-officio. In the absence of the Chairman and Vice-Chairman, the Chairman (or Vice-Chairman) of the Faculty Council shall be the presiding officer at Faculty meetings. The Secretary shall be elected by the Faculty for a term of one year. He shall keep the minutes of each meeting and shall read (or distribute) them for approval or correction at the following meeting. He shall make four copies of each set

Article II, Section 4 (continued)

of minutes: one for the archives of the College, one for the President, and two for administrative officers and Faculty. At least one set of these shall always be available for Faculty perusal.

Section 5. A quorum shall consist of fifty percent of the legal members of the faculty in residence that particular quarter.

Section 6. The Chairman of the Faculty Council shall appoint a Parliamentarian each year. The Parliamentarian shall designate his own substitute prior to any Faculty Meeting that he will miss.

ARTICLE III. Faculty Responsibilities

Section 1. The Faculty shall have the responsibility and the power (1) to determine the academic criteria for admission of students; (2) to determine the academic curriculum of the College; (3) to determine the requirements for earned degrees; (4) to recommend to the Board of Trustees candidates for earned and honorary degrees; (5) to determine the nature of the system to be used in grading students in courses; (6) to determine the policies to be followed in all student activities and the general discipline of the institution; (7) to make recommendations to the President concerning any other matters of educational policy.

ARTICLE IV. The Faculty Council

Section 1.

(a) The Faculty Council consists of twelve members of the teaching and library faculty elected to serve as their representatives and spokesmen in working with the administration and other elements of the College.

(b) The functions of the Faculty Council are as follows:

1. Serve a key role in the College's communication process as the spokesman for the Faculty. This will include acting as a sounding board for and advising the President and the administration.

2. Serve as the Faculty's voice and "channel of input" to the process by which long-range planning and budgetary decisions are made.

3. Define and implement the Faculty's role in the making of Faculty personnel decisions such as recruitment, promotions, tenure, and salary matters, as well as work with the President and Provost in assignment of Faculty members to standing committees that are appointed from time to time.

4. Serve in an advisory executive capacity to the various standing and ad hoc committees of the Faculty.

5. Coordinate the Faculty role, through its Committee on Grievances (established in Section 4 of this Article), in the hearing, considering, and resolution of Faculty grievances relating to personnel matters.

Article IV, Section 1 (continued)

(c) Selection process: Faculty Council members shall serve for two-year staggered terms providing continuity to the Council. Two members (of different departments and ranks) will be elected from each division and two members will be elected by (and drawn from) all members of the teaching and library faculty not included in any division, and two members will be elected at large by the Faculty. Whenever a division lacks a representative for a quarter to the Council, an alternate will be elected for that period without regard to rank or department. The elections will take place in division meetings held during Freshman Week. Elections will be by secret ballot: nominations will be made in advance of each meeting, as well as being accepted from the floor, both in the division meetings and in the Faculty Meeting. Commencing in September 1973, six members will be elected each year to the Faculty Council for two-year terms. Members of the Council may be reelected for a second consecutive term, but not for a third.

(d) The Executive Committee of the Faculty Council will include its Chairman, its Vice-Chairman, and its Secretary. The Faculty Council will elect these three officers. The Chairman of the Faculty Council will perform the normal functions of a Chairman, be one of the Faculty representatives who attends Trustee Meetings as an observer, and will serve as spokesman for the Faculty when an official Faculty spokesman is needed. The Vice-Chairman of the Faculty Council will act as its Chairman in the absence of the Chairman of the Faculty Council. The Vice-Chairman will serve as the second Faculty observer at Trustee Meetings. The Secretary of the Faculty Council will make four copies of the minutes; one copy being kept in the Academic Affairs Office, one copy for the President, one copy for the College archives, and one copy for the Faculty Council members. Minutes of the meetings will be open to all members of the Faculty.

(e) Meetings of the Council: the Council will meet in open session at least once each quarter during the four quarters that the College is in session. Notice of each open meeting, along with its agenda, will be announced to all Faculty in advance of that meeting. The Council will also meet on call with the President at his convenience, but it will meet with him at least once each quarter.

(f) Subcommittees of the Faculty Council: the Faculty Council will have two standing subcommittees: a subcommittee on planning and budgeting, and a subcommittee on personnel. The Faculty Council is empowered to establish ad hoc subcommittees whenever the need arises.

(g) Any vacancy on the Council will be filled immediately by the respective constituent body following the same election procedures.

Section 2. The Planning and Budget Subcommittee

(a) Membership: the Chairman of the subcommittee will be a member of the Faculty Council. The Faculty Council may draw on Faculty members outside the Council for membership on the subcommittee.

Article IV, Section 2 (continued)

(b) The functions of the Subcommittee on Planning and Budgeting will be to serve as the Faculty's voice and channel of input in the process by which long-range planning, resource allocation, and other budgetary decisions, both revenue and expenditures, are made.

Section 3. The Faculty Personnel Subcommittee

(a) The Chairman of the Faculty Personnel Subcommittee will be a member of the Faculty Council. The Faculty Council may draw on Faculty members outside of the Council for membership on this Committee.

(b) The function of the Subcommittee on Personnel is to coordinate the Faculty's role in the making of Faculty personnel decisions, such as recruitment, promotion, tenure, and salary matters.

Section 4. A Committee on Grievances

(a) A five member Committee on Grievances will be appointed annually by the Faculty Council from Faculty not on the Council to consider all faculty grievances concerning personnel decisions (e.g. tenure, promotion, etc.).

(b) A person wishing to have his case considered by the Grievance Committee will have a maximum of 30 days in which to give notice that he intends to file a grievance, and 60 days in which to file the request, that period to begin on the date recorded in his letter of decision notification (denial of tenure, termination of contract, denial of promotion, etc.).

(c) A request for a grievance hearing will be filed with the Chairman of the Faculty Council who will (1) inform the Council and the President of the request, and (2) convene the Committee on Grievances.

(d) The function of the Committee on Grievances is to review the procedure by which the personnel decision was made in order that it might assure the faculty member that his decision was developed in accordance with the stated process. The Committee is NOT to be considered as an agency giving the candidate a second hearing on the same evidence.

(e) The decision of the Committee on Grievances will be reported to the Chairman of the Faculty Council who will inform the Council of the decision and transmit the report to the President and to the faculty member filing the grievance.

Section 5. The Faculty Council is the relevant Faculty body from which membership would be drawn should the College revise its overall governance structure to establish an all-College Council.

ARTICLE V. The Standing Committees of the Faculty

Section 1.

(a) The standing committees of the Faculty shall be those described in the following sections of the Article. Faculty members of these

Article V, Section 1 (a) (continued)

committees shall be appointed by the Faculty Council and the President. All interim appointments to committees shall be made by the President with the participation of the Faculty Council. The President is ex-officio member of all Faculty committees. Every member of the Faculty is at all times authorized to make suggestions to any member of any committee for discussion in the appropriate committee. All actions of the various committees are subject to review by the Faculty.

(b) Except where indicated otherwise, student members of the standing committees are nominated by the Student Commission and appointed by the Faculty Council.

(c) Each committee may establish subcommittees as necessary. At least one member of the parent committee must be on each subcommittee. Members are to serve no more than three consecutive years on a committee, except where specified to the contrary. The terms of members are to be staggered to give continuity to the committees. The committee chairman shall serve two years whenever possible. An administrator whose responsibilities are such that it is desirable for him to serve on a committee will be appointed by the President without regard to length of time.

Section 2.

(a) The Educational Policies Committee shall be composed of approximately nine Faculty members together with the appropriate administrative officers and three students.

(b) The Educational Policies Committee shall be responsible for a continuous re-study and re-evaluation of educational programs of the College for which academic credit is granted; it shall make recommendations to the faculty on matters of educational policy.

(c) The Educational Policies Committee shall recommend to the Faculty any addition of a course or program to the curriculum of the College and any removal of a course or program therefrom.

(d) The Educational Policies Committee shall recommend to the Faculty policies for (1) honors work in a major course, (2) individualized study, (3) graduate study and examinations for graduate degrees, (4) group majors, and (5) the public recognition of honors won by students.

Section 3.

(a) The Committee on Academic Standards shall be composed of approximately six Faculty members, together with the appropriate administrative officers.

(b) The Committee on Academic Standards shall determine and report to the Faculty, when important, cases involving probation, dismissal, or reinstatement of students for scholastic reasons.

Article V, Section 3 (continued)

(c) The Committee on Academic Standards shall approve or disapprove student requests for deviation from the normal on-off quarter pattern or from the normal 3-unit course load.

(d) The Committee on Academic Standards shall report to the Faculty those students who fulfill the requirements for earned degrees at Kalamazoo College.

(e) The Committee on Academic Standards shall recommend to the Faculty the waiving of any of the requirements for a degree in any individual case in which, in the judgment of the Committee, the requirements should be waived.

(f) The Committee on Academic Standards shall be responsible for the making of policy and planning for the Academic counseling, testing, orientation, and placement programs of the College, subject to approval by the Faculty.

Section 4.

(a) The Committee on Admissions and Financial Aid shall be composed of approximately seven faculty members, together with the appropriate administrative officers and two students.

(b) The Committee on Admissions and Financial Aid shall recommend to the Faculty policies for the admission of students and for the awarding of scholarships to students who have entered college or who are planning to enter.

(c) The Committee on Admissions and Financial Aid shall determine for the Faculty those candidates who fulfill the requirements for admission to the College and shall approve the list of students who are to receive the scholarships and other financial aid, and the amount of the same within the limits of available scholarship funds as budgeted by the Board of Trustees.

Section 5.

(a) The Campus Life Committee shall be composed of four faculty members, four administrative officers, four students, and the Vice Provost who shall preside as non-voting chairman. (Full details are in the proposal of August 14, 1969, adopted by the Faculty November 3, 1969.)

(b) The Campus Life Committee shall (1) study and evaluate student life, (2) propose changes in the basic social rules, (3) clarify existing rules, (4) periodically evaluate the honor system, (5) periodically evaluate the on-campus housing requirements, and (6) periodically evaluate the effectiveness of the social rules and their enforcement.

(c) The Campus Life Committee shall initiate consideration of such matters as the above and also consider requests originating with the Student Commission, the Interhouse Association, The Black Student Organization, The Judicial Council, the Faculty, or the Administration, or originating in a petition signed by twenty-five percent of the students directly affected by the rules in question. To recommend to the President of the College a change in the rules, all members of the committee must be present or polled, and two-thirds of them must favor the change.

(d) The Campus Life Committee shall (1) exercise general supervision over student organizations and co-curricular activities, and pass on the constitutions of new organizations and the new constitutions of existing organizations, (2) advise the Director of Campus Life, and (3) serve as a general channel of communication between the faculty, administration and student body.

Section 6.

(a) The College Forum Committee shall include the Dean of the Chapel as chairman, three faculty members, two administrative officers other than the Dean of the Chapel, and five students named by the Student Commission.

(b) The College Forum Committee shall provide and/or coordinate lectures, programs, departmental programs, convocations, and open forums dealing with campus issues.

(c) The College Forum Committee shall (1) provide appropriate religious services, including occasional Friday morning convocations (2) initiate and support religious-interest groups of various kinds, and (3) sponsor and support service projects, occasional retreats, and participation in off-campus conferences and seminars.

(d) The College Forum Committee shall, with the President, recommend to the faculty candidates to be recommended by the faculty to the Board of Trustees for the awarding of honorary degrees and shall consider all candidates suggested to it for honors.

(e) The College Forum Committee shall publish a College Forum Calendar, available at the beginning of each quarter, which will carry a listing of important events on all four Kalamazoo campuses and in the Kalamazoo Community.

Section 7.

(a) The Committee on Athletics shall be composed of six faculty members, the appropriate administrative officers, and two students. The College is represented on the Board of Directors of the Michigan Intercollegiate Athletic Association by one of the two student members and by a faculty member. The faculty member certifies the eligibility of members of the athletic teams representing the College.

(b) The Committee on Athletics shall exercise on behalf of the faculty a general supervision over the athletic program of the College and shall pass upon all schedules of athletic contests as planned by the Director of Athletics.

Section 8.

(a) The Committee on Instructional Resources and Development shall be composed of six faculty members (including at least one from each division), the appropriate administrative officers, and two students.

Article V, Section 8 (continued)

(b) The Committee on Instructional Resources and Development shall (1) be responsible for screening all proposals for grants and programs before they are submitted, (2) assist in securing resources necessary to support such proposals, and (3) provide counsel concerning the policies of the Library, the Instructional Services Program, Academic Computer Services, and the Bookstore.

Section 9.

(a) The Committee on Faculty Development and Performance shall be composed of approximately six faculty members and the appropriate administrative officers.

(b) The Committee shall seek ways and means of encouraging faculty development and will suggest the level of budget support necessary to effectively support the program of faculty development.

(c) The Committee shall administer the sabbatical leave program and other leaves of absences. It shall suggest to the Planning and Budget Subcommittee of the Faculty Council the level of budget support necessary to effectively carry out its program.

(d) The Committee shall have the primary responsibility for sustaining the intellectual life of the faculty, creating whatever programs are best designed to do that: and it will help faculty members maintain and improve their effectiveness in teaching by encouraging pedagogical experimentation.

Section 10.

(a) The Faculty Senate will consist of all full professors.

(b) The Faculty Senate shall be an advisory body to the President. It shall elect its own chairman. It shall meet at least three times a year, at times when the President of the College can attend.

(c) The Senate's designated function shall be to select a committee of five from among its members to hear any cases of tenured faculty members who are faced with possible termination of employment.

Section 11.

(a) The Judicial Council, which reports to the administration of the College, shall consist of the Dean of Students, the Assistant Dean of Students, two faculty members and four students selected by the student body and shall be presided over by the Vice Provost for Students, ex-officio (non-voting). Teaching faculty members shall serve terms of two years, one member being elected by the faculty each year.

(b) The Judicial Council shall review cases of infraction of student discipline.

ARTICLE VI. Amendments to the By-Laws

The above articles shall be amended by the following procedure only. Notice of the proposed amendment shall be presented to the Faculty orally with a written copy to the Secretary at the meeting prior to the meeting at which the amendment is to be voted upon. Not later than ten days before the meeting at which the voting is to occur, an exact copy of the amendment shall be given to each Faculty member. Adoption shall be by a two-thirds vote of the Faculty members present, providing that there is a quorum.

ARTICLE VII. Plan of Employment for the Teaching Faculty

The purpose of the Board of Trustees in developing this plan is to provide a working document which is clear and understandable, which supports the administration in building and holding a competent faculty, which promotes security and independence for the teacher in the performance of his professional duties, and which provides incentive to the members of the faculty to set and maintain high teaching standards individually, and to guard the integrity of the College as a group.

Section 1. Rank

(a) Four ranks for full-time faculty members shall be maintained, these being: Instructor, Assistant Professor, Associate Professor, and Professor. Part-time faculty members may be given in addition to these titles, the title Lecturer or Adjunct Lecturer. Visiting faculty members may be given the title Visiting Lecturer, Visiting Instructor, Visiting Assistant Professor, Visiting Associate Professor, or Visiting Professor.

(b) The administration in consultation with the faculty shall be responsible to the Board of Trustees for appointments among these ranks, for promotion within these ranks, and for the total number of teachers employed in conformity with the existing needs of the College.

Section 2. Salary (The Ruml arrangement is suspended for 1975-76.*)

(a) The "Ruml Budget Plan," adopted by the Board of Trustees on April 14, 1953, and placed in partial operation then, moved toward its final stages beginning July 1, 1956. Under this plan the total sum represented in the budget under "Tuition for Instruction" is segregated for the benefit of the teaching faculty. From this sum salaries are derived, and amounts not issued immediately in salaries are set aside in a Salary Stabilization Reserve to be expended to the teaching faculty in subsequent years.

(b) Under the Ruml Budget Plan the teacher is encouraged to improve in every way the effectiveness of his instruction. The Plan in turn rewards improvements in teaching effectiveness by higher salaries. Higher salaries in turn attract more able people into the profession.

(c) Salaries available under the Ruml Plan rise with an increase in the effectiveness of the teaching program, and rise also with increase in that part of the charge to students represented by Tuition for Instruction. As for tuition, it is evident that the competitive position

* Provost's note, 2/21/75

Article VII, Section 2 (c) (continued)

of a college runs parallel to its reputation in general and to its teaching in particular. Upon these premises, substantial increases in salary are possible, and in fact are projected for this institution.

(d) The determination of salary in individual cases shall rest on the individual's ability and performance as determined by the administrators and approved by the Committee on Faculty of the Board of Trustees.

(e) Salary supplements, such as income from the endowment granted by the Ford Foundation specifically marked for increase in teaching salaries, shall be added to the amounts scheduled under the Ruml Plan.

(f) Salaries shall be paid in twelve monthly installments, to coincide with the fiscal year, which begins October 1st.

(g) Kalamazoo College recognizes the importance of guarding time for the teacher's professional development and encourages the faculty to undertake research, study, writing, travel or other pursuits promoting professional growth. Although the College operates a twelve-month academic program, each faculty member will teach only three quarters and will be out of residence for one quarter each year. The out-of-residence quarter will vary from teacher to teacher and will depend primarily on the teaching requirements within a given department.

Section 3. Initial Appointments and the Probationary Period

(a) An initial appointment will normally be for two years. After the initial contract, renewals during the probationary period will be made on the basis of retention reviews.

(b) The probationary period for faculty members employed for the Fall of 1974 or later will be seven years. Up to four years of previous college teaching may be recognized as applicable to the probationary period. (Faculty members employed prior to the Fall of 1974 may elect to be considered under either the old probationary period of five years or the new period of seven years.)

(c) Term contracts shall be used only during the probationary period or in situations where the employment span is actually of limited duration, as with temporary substitutions or with persons past the retirement age.

Section 4. Faculty Participation in Retention, Tenure, and Promotion Decisions

The Personnel Committee of the Faculty Council shall appoint a faculty member to act as overseer for candidate preparation for persons being considered for retention, tenure, and promotion. He will assist candidates in preparing and presenting their cases.

(a) Retention

During the probationary period retention reviews will be conducted by subcommittees consisting of the Provost, the Chairman of the Personnel Committee of the Faculty Council, and a third member chosen from the

candidate's division. While these reviews must necessarily be based on limited information, they will follow the same procedures and be conducted with the same seriousness accorded reviews for promotion and tenure. These reviews will normally take place toward the end of the first, third, and fifth years of service, with a tenure review during the sixth year of service. During the probationary period two-year contracts are the norm; one-year contracts, however, may be used when the interests of the individual, the department, or the College make this advisable. The retention review subcommittee will make its recommendation to the Personnel Committee which will in turn recommend to the President those candidates which in the Committee's judgment should be retained. In the event that the President, after thoroughly reviewing the case, does not accept the recommendation of the Personnel Committee, the President will meet with the full Faculty Council to explain the reasons for his decision. Notice to reappoint or notice of termination will be given prior to the first day of the last year of the contract.

(b) Tenure

In the spring of the year in which a tenure review is to take place, the Personnel Committee of the Faculty Council will form subcommittees consisting of the tenured members of the Committee and other tenured members of the faculty who may be asked to serve on these subcommittees. The first responsibility of a tenure subcommittee will be to examine as much relevant information as is available to help it in its deliberations.

1. The Personnel Committee will advise each candidate for tenure to consult with the overseer for candidate preparation to ascertain that his file in the Provost's Office contains full and accurate information concerning his work at the College. In particular, it should contain (i) a record of his teaching and of the evaluation of his teaching by students and faculty; (ii) a record of his professional activities; and (iii) a record of his committee work and other nonteaching service to the College. His file should also contain reports of periodic evaluations by the Provost and others charged with the responsibility for evaluating his work, including merit recommendations with respect to salary.

2. It will ask each candidate to solicit supporting letters from his colleagues, and when appropriate from colleagues in his field outside the College, from professional peers, and from whomever else he deems to be in a position to make an informed judgment on his professional performance and proficiency.

3. The Committee will seek evaluations from the candidate's department chairman and from his division chairman when such letters are absent from the file. It will also ask the Provost for any relevant information which he may have which does not appear in the file, and it will seek information and judgment from whoever else is in a position to offer it.

4. The Committee will invite each candidate to choose an advocate who will be asked to meet with the subcommittee to plead the candidate's case.

Article VII, Section 4 (b) (continued)

5. When the subcommittee has examined all relevant information and has heard all parties who wish to be heard, it will report its recommendation to the full Personnel Committee of the Faculty Council. The President and the Provost each having also examined all of the information in the candidate's file will each make a recommendation in writing as will the Personnel Committee of the Faculty Council. The President, the Provost, and the Chairman of the Faculty Council and the Chairman of the Personnel Committee of the Faculty Council will then meet, compare recommendations, and attempt to reach consensus on the recommendation to be made to the Board of Trustees. In the event that consensus cannot be reached, then the President will meet with the full Faculty Council to explain the case and give a complete account of the reasons for the recommendation which the President will take to the Board before any public position is taken, in order that the President may receive the advice and counsel of the Council speaking for the faculty before committing himself to a course of action in the case. The Personnel Committee's recommendation should be made to the President by the beginning of August in order that the decision may be communicated to the candidate before the first day of the academic year in which his contract expires.

6. If the Personnel Committee does not recommend tenure and the President and the Provost concur with this action, the Chairman of the Personnel Committee will inform the candidate of the reasons for its action. If he or she requests a written statement of the reasons, the candidate will be given one.

7. If the Personnel Committee of the Council has recommended tenure and the recommendation is not concurred with by either the Provost or the President or both, then the one responsible for the negative recommendation will meet with the candidate to inform him or her of the reasons for this action.

(c) Criteria for Tenure and Retention

In evaluating faculty for tenure the individual's attributes must be considered in light of the College's mission to provide superior liberal arts education to undergraduates and in the context of an assessment of the College's long-range needs and resources. While each person through his performance helps to determine the weight of the various characteristics that are relevant in assessing his work at the College, the following areas will be considered:

1. formal preparation (The Ph.D. is a requirement in those fields where it is the normally-expected terminal degree, waiver of the requirement to be extraordinary.);

2. effectiveness in teaching;

3. effectiveness in advising and counseling;

4. productivity in research or creative work and other evidence of self-renewal;

Article VII, Section 4 (c) (continued)

5. contribution to institutional renewal through program initiative and inventiveness;

6. effectiveness in committee and administrative assignments;

7. personal growth potential;

8. contribution as a person to the total life of the community;

9. relevance of the individual's specialties, interests, and talents to current and projected programmatic emphases.

Evaluation of faculty for retention will likewise be based on the above areas, although of necessity the evidence in many of them will not be as complete as it is at the time of the tenure review.

(d) Promotion

Promotions in rank are approved by the Board of Trustees upon recommendation of the President of the College. The recommendations of the President are based upon judgments of other academic administrators and the Personnel Committee of the Faculty Council. The President relies initially on the evaluations of the Faculty Council whose recommendations for promotion are presented to the President prior to March 1 of each year. The Faculty Council makes its recommendations based upon the following procedures:

1. when a faculty member has been in a given rank for six years, unless he requests not to be considered, the Personnel Committee of the Faculty Council will conduct a promotion review in order to make its recommendation to the President. A candidate who is not recommended for promotion will normally not be reviewed again for two years unless he requests an earlier review;

2. when all relevant information has been assembled, the Personnel Committee will appoint subcommittees from among its members or from non-Council faculty members to consider the candidates for promotion. Council members with a real or potential conflict of interest will not be asked to serve on the relevant subcommittees;

3. the candidate will be asked to make certain that the information outlined in (b), 1, 2, and 3 of this section under "Tenure," is contained in his file;

4. when the subcommittees have evaluated all the data and heard all the advocates they will present their recommendations to the entire Personnel Committee of the Council. The Personnel Committee will then recommend to the Provost and the President on or before March 1 those persons who in its judgment merit promotion;

5. in the event that the President and the Provost do not concur in these recommendations, they will meet with the Personnel Committee of the Faculty Council to discuss the reasons for their recommendations. The person or group responsible for a recommendation which is negative will inform the candidate of the reasons for its action.

Article VII (continued)

Section 5. Termination of Appointment

Nontenured Faculty Members

(a) Under standard procedure, notices of dismissal, or decisions not to reappoint, are to be given prior to October 1, separation to take place on the September 30 following. In exceptional situations, where full dismissal notice is not given, an award of termination pay may be considered by the Board of Trustees.

(b) Having received a notice of termination, a faculty member may request and then will receive from the President a written review of the reasons for noncontinuance. If the faculty member so requests, a hearing on the procedures used in arriving at the termination decision shall be arranged before the Grievance Committee appointed by the Faculty Council. (A person wishing to have his case considered by the Grievance Committee will have a maximum of 30 days in which to give notice that he intends to file a grievance, and 60 days in which to file the request, that period to begin on the date recorded in his letter of termination.) A hearing on the substance of the decision however, will be the province of the Academic Affairs Committee of the Board of Trustees. Such a hearing may be arranged by the Grievance Committee or may be requested by the faculty member concerned. The Academic Affairs Committee acts for the Board of Trustees in personnel hearings and its decisions are final.

(c) The early notification of dismissal is predicated upon the rendering of loyal and cooperative service to the institution by the incumbent up to the time of his final separation. Failure in this respect shall constitute grounds for immediate termination of duties and cessation of pay.

Tenured Faculty Members

(d) The protection of professional freedoms appears to rest with the force of opinion of the faculty, acting in complete possession of the facts, rather than with regulations and prohibitions upon the administration. In case of an alleged unfairness, or if freedom of speech, scholarly independence or political or religious viewpoints are in question, the individual faculty member will be given the opportunity to have his grievances reviewed before an appropriate and representative committee of his colleagues appointed by the Faculty Council.

(e) No teacher, unless required by law, shall be required to sign an oath of allegiance that stigmatizes him as being different in character from ordinary citizens.

(f) In the event that a question of the termination of appointment of a tenured faculty member arises, the faculty through its elected representatives on the Faculty Council shall participate in the deliberations concerning such possible termination.

Article VII, Section 5 (continued)

(g) The Faculty Senate (see Article V, Section 10) shall select a committee of five from among its members to hear any cases of tenured faculty members who are faced with termination of employment. This committee will be empowered to have access to all information it deems relevant to making its recommendation.

Section 6. Retirement

(a) The date of retirement shall be regarded as the September 30th which follows the sixty-fifth birthday.

(b) Limited extension of service beyond the retirement age, with reduced responsibility, may be authorized by the Board of Trustees on a year-to-year basis. Departmental and administrative duties, however, shall pass to successors.

Section 7. Retirement and Insurance Plans

(a) Teacher's Insurance and Annuity Association

1. The faculty of Kalamazoo College is enrolled in Teacher's Insurance and Annuity Association and College Retirement Equities Fund plans. The general rules of TIAA govern here. All full-time teachers are required to join when three years of service have been completed in this College and they have attained the age of 30. Teachers holding valid TIAA contracts granted through other institutions transfer directly into our plan.

2. Under TIAA rules retirement benefits begin at age sixty-five, but the date can be set forward or backward under options available to the holder of the contract.

(b) Old Age and Survivors' Insurance

All employees of Kalamazoo College are covered by OASI, both the College and the employees contributing to this plan as provided under the State and Federal rulings existing. Benefit payments begin at the ages specified under the laws establishing OASI.

Section 8. Periodic Review

This Plan of Employment is to be examined periodically by a joint faculty-administrative committee in order to make recommendations to the appropriate trustee committee to modify or supplement those sections whose operations have not proved entirely effective in realizing the best interests of the College.

CHAPTER II

POLICIES AFFECTING FACULTY

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Academic Freedom*

Liberal learning requires for its highest effectiveness an environment of free inquiry, in which the whole range of human aspiration and achievement, of knowledge and culture, can be subjected to searching scrutiny. Liberal learning which is sponsored under Protestant Christian auspices resists all claims to absolutism or finality, whether made in behalf of intellectual systems, methods of inquiry, or institutions; believeing that undivided truth belongs only to God, it affirms the relativity of all human apprehensions and expressions of truth, and thus leaves men free to construct and to criticize without restraint by any official dogmatism. Learning which is both liberal and Christian specifically denies that an idea which is unpopular is for that reason suspect, or that an idea which is popular is for that reason true, and trusts instead in those canons of discrimination which are given in the Western tradition of historical scholarship and in the Judaeo-Christian ethic.

Standing self-consciously within that tradition of learning which is both liberal and Christian, Kalamazoo College claims for its teachers and students the freedom to engage in the careful and critical examination of the history of ideas; the freedom to create, to hold, to advocate, and to act in behalf of ideas which express their own convictions and integrity; the freedom to engage in the controversy which an unfettered examination and expression of ideas generates; and the freedom to invite to the campus representatives of points of view which are important to an informed understanding of the conflict of ideas in our own time.

Since freedom of whatever kind always exists within certain clearly understood boundaries, these freedoms are subject to the following limitations:

(1) The freedom of individual members of the College to hold, advocate, and act in behalf of ideas does not entail the right to receive endorsement or support of those ideas from the College as a corporate body; and it is understood that no one may represent himself as a spokesman for the corporate institution who has not been expressly authorized to do so.

(2) Ideas held and advocated, whether by members of the College or by its guests, shall be held and stated openly, in order that the processes of learning and of advocacy may be served by open criticism and by counteradvocacy.

(3) It is understood that both advocacy and action will avoid destruction of property and injury to the personal or intellectual rights of others.

(4) It is understood that the commonly accepted prohibitions against plagiarism, against slander and libel, and against incitement to force and violence, are in effect in the exercise of those freedoms.

(5) It is understood that freedom of advocacy and action does not entail the right to violate the regulations of the College with impunity.

*Adopted by vote of the Faculty of Kalamazoo College, March 2, 1964.

Academic Garb and Processions

There are three occasions during the College year, in addition to Commencement, when a formal academic procession is held. The first is the President's Convocation during the opening days of the Fall Quarter. The second is the Honors Convocation, held usually the last Friday in October. The third is Scholar's Day, held during the Winter Quarter. Faculty members are expected to be present on these occasions and appropriately garbed. The bookstore loans caps and robes for these occasions, but arrangements must be made in advance of each date.

11/75

Faculty Organizations

American Association of University Professors

There is an active chapter of the AAUP on the Kalamazoo College campus. Membership is described by the national organization as follows:

> "Membership in the American Association of University Professors is open to teachers and research scholars on the faculties of approved colleges and universities (those on the lists of the established regional or professional accrediting agencies, subject to modification by action of the Association), and to present or recent graduate students of those institutions.
>
> One is eligible for Active membership if he has at least a one-year appointment to a position of at least half-time teaching and/or research with the rank of instructor or its equivalent or higher or other acceptable evidence of faculty status, in an approved institution.
>
> If an Active or Junior member becomes a college or university administrative officer with less than half a normal teaching or research program, he must be transferred to Associate membership.
>
> Once admitted, a member may change his occupation or transfer to an institution not on the Association's approved list without affecting his eligibility for continuance of membership." (AAUP Bulletin, Volume 50, Number 1, p. 86)

For many years the Kalamazoo College Chapter of the AAUP has provided faculty members with a forum for frank discussion of problems that concern them professionally and personally. The Chapter is proud of the fine spirit of cooperation which it has maintained over the years with the College administration. It affords both the Faculty member and the administration a vital channel of communication for the solution of problems confronting the College and the individual faculty member.

Faculty Study Group

Each month, members of the Faculty gather to hear one or more of their number read a paper. The purpose of the Club is to provide an opportunity for Faculty members to share with colleagues special areas of interest or research in their own disciplines. Membership is open to any interested member of the Faculty. Meetings are open to all members of the College community.

Kalamazoo College Women's Club

The Kalamazoo College Women's Club seeks to foster better acquaintance and fellowship within the College community, and to participate in community and national welfare work as the Club deems advisable. The Club meets once a month. Membership in the Kalamazoo College Women's Club is open to any woman who is employed by the College or whose spouse is employed by the College.

Faculty Grants for Off-Campus Quarters

Background

The College provides grants in the form of financial assistance to faculty for special projects designed to improve the competence of the individual teacher-scholar. In general, the College supports scholarly, instructional, and research activity having impact on professional development, with the understanding that such work contributes indirectly to teaching and to the recognized needs of the academic program. Projects may include:

1. exploration of teaching methods;
2. preparation and organization of teaching material;
3. research or creative projects;
4. preparation of manuscripts for publication;
5. credit courses at other colleges or universities;
6. attendance at conferences, workshops and institutes;
7. travel related to professional development.

Although the grants will ordinarily be for projects during the off-quarter, other projects are not precluded.

To be eligible for a grant the faculty member should apply to the Executive Secretary of the Committee on Faculty Development and Performance (the Assistant Provost) not later than the end of the sixth week of the quarter preceding his off-campus quarter. He should complete and file in the Office of Academic Affairs an application showing the amount requested and the purpose for which the grant would be used. The forms are available in the Office of Academic Affairs.

Off-quarter grants are in principle not a salary supplement, but are designed to meet extra expenses incurred in completing a degree, engaging in scholarly work, traveling to observe particular teaching methods on other campuses, purchasing of special materials or small equipment that may help in course development or scholarly work, etc. Ordinarily, a faculty member is presumed to spend his quarter off in self-renewal, working on courses for the following year, engaging in his own scholarly activity, and enjoying rest and relaxation. Therefore, grants are usually not given to support the kind of activities that a professional person would engage in normally.

Books and special equipment purchased with grant funds to help a faculty member in his scholarly activity or course development will usually become the property of the College and should be turned over to the library or the department involved after their project need has been exhausted.

Grants for foreign travel are a special category. Full expenses for such travel ordinarily are not supported.

Grants are awarded by the Committee on Faculty Development and Performance. Decisions will be reported to the applicants by letter from the Executive Secretary. On occasion, the President may also make an award.

Faculty Grants for Off-Campus Quarters (Cont.)

Each recipient of a grant is expected to file a terminal report with the Executive Secretary on the use to which the grant was put. This should be done no later than the end of the next quarter in residence following the quarter off-campus. Recipients also may be asked to report the results of their projects as a part of the Faculty Study Club program, present opening remarks at a Faculty Meeting, or participate in some other forum for the enrichment of the greater College community.

Projects

Grants will be awarded in three major areas:

1. Small grants to cover the out-of-pocket costs of individual research and study. These are the typical discretionary grants usually ranging up to a few hundred dollars each to support such things as secretarial help; reproducing and microfilming; brief trips to libraries, exhibits, or meetings; summer institute tuition; or publication subsidies.

2. Larger grants to support activities such as continuing projects and overseas travel.

3. Sabbatical leave-related grants.

Specific Guidelines for Faculty Development and Foreign Study Travel Grants

1. A major criterion for judging an application is the contribution the project will make to the faculty member and to the College. Here, contribution is considered in terms of improvement in teaching, publication, performance, or other means of sharing results.

2. The timing of awards is relevant--in some cases, the Committee may suggest applications be resubmitted at a later date if that will enhance the chances for further individual development.

3. Ordinarily, preference will be given to applicants who have not received a grant the preceding year. The cumulative grants received by a faculty member, both in number and amount, will be weighed at the time of any new request for funds.

4. It is hoped that stipends given to faculty members during one year will enable them to develop proposals for outside funds for future work.

5. As a rule, faculty on terminal appointments are not eligible for faculty development grants.

6. The upper limit on grants for the preparation of manuscripts is generally $300.

7. Mileage is reimbursed at the official College rate or the cost of economy common carrier fare, whichever is lower.

8. Travel allowances are based on reasonable expenses.

Faculty Grants for Off-Campus Quarters (Cont.)

9. Released-time grants with pay will be made to faculty members only upon recommendation of the Administration.

10. Recipients are to file a report of evidence of work accomplished on the project. This should be turned in to the Executive Secretary of the Committee during the first quarter back on campus if the award is for an off-quarter. The Executive Secretary is responsible for seeing that the reports are properly filed and reviewed.

11. Additional guidelines for Foreign Study travel grants: a faculty member may apply for a Foreign Study travel grant if he plans to go abroad to study, conduct research, collect data, or visit various libraries or educational institutions.

    The grants are awarded for off-quarters or sabbaticals where the foreign experience is central to the project. Grants are not usually awarded for professional association meetings or conferences unless the nature of the meeting contributes to international understanding. In some cases, a faculty member's project may be supported jointly by a Faculty Development grant and a Foreign Study travel grant.

    The grant limit for the individual faculty member traveling to Europe will be $600. Grant limits for travel to other areas of the world will vary according to the circumstances of each specific request.

FACULTY DEVELOPMENT COMMITTEE - GRANT APPLICATION

Name _____ Date _____ Quarter Off _____

I. Description of the project.

Faculty Development Committee Grant Application 2.

II. Impact of project on the College and/or personal professional development.

III. Itemized Budget - Please provide as detailed estimates as possible.

1. _____

2. _____

3. _____

4. _____

5. _____

Total _____

Amount Requested _____ Signature _____

WRM:ig 7/22/71

Faculty Travel

The College encourages the faculty to establish and maintain active memberships in state and national professional societies and recognizes the contribution to the College which results from the stimulation of sharing ideas and experience with colleagues from other institutions at professional meetings.

Assistance from the College to faculty members attending meetings is not automatic. Well in advance of the meeting a written request (including the date, place, and purpose of the meeting as well as an itemized estimate of expenses) should be made to the Provost. The request should also indicate whether funds are needed in advance. The Business Office provides a form (sample follows) on which to report actual expenses after the trip. Bills and receipts should be attached.

Faculty may wish to buy airline tickets to be billed to themselves for later reimbursement by the College. When a ticket is to be billed to the College, however, a requisition and purchase order should be obtained in advance from the Business Office.

The following policy is designed to insure an equitable distribution of available funds:

1. No more than $180 per person per year regardless of number of meetings.

2. The College will pay all expenses when the faculty member is on the program or holds a major office in the association. When expenses are likely to exceed the individual maximum, the faculty member should discuss them with the Provost in advance.

3. Preference is generally given for national meetings over state or regional ones.

4. If more requests for travel are made than the funds will cover, priority will be determined by:

   a. the length of time elapsed since a faculty member last attended a meeting;
   b. the nature of the meeting;
   c. the location of the meeting.

5. A College car should be used whenever feasible. Reservations should be made with the Physical Plant as early as possible.

6. A professor whose professional meeting falls during his off-quarter is eligible for faculty travel funds.

7. The total budgeted funds are considerably below the gross figure represented by the maximum individual allowance multiplied by the number of faculty. Past experience indicates, however, that not all professors use the travel budget each year and some use less than the maximum. These guidelines may be altered to meet new conditions.

II-10

KALAMAZOO COLLEGE WEEKLY EXPENSE REPORT

(Please read Instructions on Reverse Side)

NAME OF PAYEE _____ DATE _____ AMOUNT OF ADVANCE _____

ITINERARY AND PURPOSE OF TRAVEL

DURATION: HOUR _____ and Date _____ of Departure From Home or Office _____

HOUR _____ and Date _____ of Return to Home or Office _____

REIMBURSABLE TRANSPORTATION, RAIL, PLANE, BUS, CAB (attach ticket stubs)

DATE _____ FROM _____ TO _____ COST $ _____

DATE _____ FROM _____ TO _____ COST $ _____

DATE _____ FROM _____ TO _____ COST $ _____

TOTAL

DATE	DAY OF WEEK	OTHER EXPENSE, COST OF MEAL NOT TO EXCEED $13.00 DAILY (including tips) BREAKFAST	LUNCH	DINNER	HOTEL	TIPS	PARKING	PERSONAL CAR MILES AMOUNT	COLLEGE CAR MILES AMOUNT	TOTALS
	TOTAL									

OTHER EXPENSES OR EXPLANATIONS:

TOTAL REIMBURSABLE EXPENSE (charge account No. _____) $ _____

Travel Advance Previously Received (Account No. _____) $ _____

Amount Returned $ _____

Amount Due Payee $ _____

I certify that I have expended the amounts shown above for travel as indicated. The items were taken from records kept by me and to the best of my knowledge are correct. If chargeable to a contract or grant funded by an agency other than Kalamazoo College, I certify that the claimed travel expenses were by the most economical method and comply with the conditions of the grant or contract.

SIGNATURE OF PAYEE _____

Approved by _____ DEPARTMENT _____ Acc. No.

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INSTRUCTIONS FOR FILING TRAVEL EXPENSE VOUCHER
(PLEASE READ CAREFULLY BEFORE FILING)

1. The ORIGIONAL voucher must be completed, approved by Department head and submitted before reimbursement will be made.

2. Under "Purpose, Itinerary and Dates of Travel" please include
   a. A brief statement of the reason for making the trip.
   b. Show origin and destination with pertinent stop-over points.
   c. Always show Hour and Date of Departure, and Hour and Date of Return.
3. Under Transportation expense show origin and destination for each separate ticket purchased for transportation by Commercial Carrier, indicating mode of travel and amount paid for ticket(s). Ticket stubs must be attached for transportation purchased through the Business Office. These should not be listed for reimbursement on the Reverse Side. Support for transportation purchased in route, should be attached and listed on the Reverse Side.
   a. Reimbursement for travel by personal automobile will be made at (11¢) per mile.
   b. Reimbursement for travel by rental car will be actual cost. A receipt from the car rental agency must be attached.
4. Subsistence-(Hotel room and meals, (including tips on meals). It is the policy of the College to allow reimbursement for reasonable and necessary expenses provided they can be justified.
   a. Hotel bills must be attached to voucher. Any room charge of more than $16.00 per night must be justified.
   b. Meals (including tips on meals) will be allowed up to an average of $13.00 per day.
   c. Subsistence is not paid for breakfast on day of departure, if departure is after 8:00 am, nor will dinner expense be paid on the day of return if return is before 5:00 pm.
5. Other Expenses such as registration fees, telephone and telegraph charges, will be allowed provided they are incurred for official business, and are reasonable. Items of a personal nature such as valet service, flight insurance, personal liability insurance, alcoholic beverages, and personal telephone calls are not reimbursable.
6. Except for certain approved advances for foreign travel, each advance must be completely cleared on the travel voucher to which it pertains.
7. If the travel advance was greater than the total reimbursable expenses, the excess amount should be returned with the travel expense voucher. The person charged with the advance will be credited with the amount returned and allowable travel expenses.
8. If the travel expenses allowed exceed the amount of the travel advance, a check for the amount of th e excess will be written to the person filing the travel expense voucher.
9. A travel advance will be allowed ONLY if all prior advances have been cleared by itemized expense reports.
10. After the Travel Expense Voucher has been signed by the payee and approved by the Department Head, send it to the Business Office.

Faculty Entertainment of Students

Faculty requests for reimbursement of expenses for entertaining students are to be approved by the Provost's Office. The following information is needed:

1. date;
2. occasion;
3. number of students;
4. actual expenses.

Current policy places a maximum reimbursement of 50¢ per student for light refreshments and $1.00 per student for meals. Receipts should be furnished whenever possible.

Student Evaluation of Faculty

The following statement is taken from the Minutes of the Faculty Meeting of June 2, 1975:

> Mr. Jacobs, for the Faculty Council, moved that the Faculty adopt the new evaluation form with the expectation that it be uniformly used in each course every quarter. The motion passed. During the discussion it was reported that the Personnel Committee would be the group to evaluate the evaluations.

STUDENT OPINION OF TEACHING AND THE COURSE

Instructor_____ Department_____

Course Number and Title_____

Quarter_____ Year_____

Your Major_____ Class Fr So Jr Sr

On the reverse side of this sheet are some CHARACTERISTICS OF THE TEACHER AND THE TEACHING and some CHARACTERISTICS OF THE COURSE. After you have answered the following two questions, please turn to the other side of the sheet and make check marks in the appropriate places. If after filling out the reverse side you want to change your answers to the questions below, feel free to do so.

I. How good a job did the instructor do in getting across to you the knowledge, understanding, skills, and attitudes that appear to be the goals of the course? (In answering, try not to be influenced unduly by your liking or disliking for the instructor as a person, or by your feelings about the course content.)

Very Bad Poor Fair Good Very Good Excellent

(circle one)

II. How would you rate this course?

Very Bad Poor Fair Good Very Good Excellent

(circle one)

COMMENTS:

The items below deal with characteristics of instructors and of courses which are considered by some to be important. Indicate your impressions about the instructor and the course you are now completing by circling the appropriate number on each scale. When you have finished, make any additional comments that you wish to make on the front side of this sheet. If after filling in this side you want to change your answers to the two questions on the front, feel free to do so.

I. CHARACTERISTICS OF THE TEACHER AND THE TEACHING

				Insignificant or Inapplicable
1.	Does the instructor have command of the subject?	0 1 2 3 4 5 6 (Weak … Strong)	( )
2.	Does the instructor seem interested in the subject?	0 1 2 3 4 5 6 (Uninterested … Interested)	( )
3.	Does the instructor present material in a well-organized fashion?	0 1 2 3 4 5 6 (Disorganized … Organized)	( )
4.	Is the instructor careful and precise in answering questions?	0 1 2 3 4 5 6 (Never … Always)	( )
5.	Does the instructor recognize when the class does not understand the material?	0 1 2 3 4 5 6 (Unaware … Recognizes)	( )
6.	Does the instructor use enough examples or illustrations to clarify the material?	0 1 2 3 4 5 6 (None … Many)	( )
7.	Are the instructor's teaching techniques appropriately flexible?	0 1 2 3 4 5 6 (Rigid … Flexible)	( )
8.	Does the instructor seem to enjoy teaching?	0 1 2 3 4 5 6 (Not at all … Very much)	( )
9.	Does the instructor stimulate thinking?	0 1 2 3 4 5 6 (Not at all … Very much)	( )
10.	Does the instructor put material across in an interesting way?	0 1 2 3 4 5 6 (Dull … Very interesting)	( )
11.	Does the instructor make students feel free to ask questions, disagree, express their ideas?	0 1 2 3 4 5 6 (Intolerant … Encourages student ideas)	( )
12.	Is the instructor fair and impartial in dealing with students?	0 1 2 3 4 5 6 (Unfair … Fair)	( )
13.	Does the instructor provide sufficient information about your progress in the course?	0 1 2 3 4 5 6 (Inadequate … Adequate)	( )
14.	Is the instructor accessible to students out of class?	0 1 2 3 4 5 6 (Not enough … Enough)	( )
15.	Rate the instructor's lectures, if the method is used.	0 1 2 3 4 5 6 (Ineffective … Effective)	( )
16.	Rate the instructor's discussion sections, if the method is used.	0 1 2 3 4 5 6 (Ineffective … Effective)	( )
17.	Rate Lab/Studio/Field Work, if the method is used.	0 1 2 3 4 5 6 (Ineffective … Effective)	( )

II. CHARACTERISTICS OF THE COURSE

1.	Are the objectives of the course clear?	0 1 2 3 4 5 6 (Unclear … Clear)	( )
2.	Is the amount of work required appropriate?	0 1 2 3 4 5 6 (Inappropriate … Appropriate)	( )
3.	Are the grades assigned fairly?	0 1 2 3 4 5 6 (Unfair … Fair)	( )
4.	Are the tests fair?	0 1 2 3 4 5 6 (Unfair … Fair)	( )
5.	How would you rate the contribution of the texts and other materials to the course?	0 1 2 3 4 5 6 (Poor … Excellent)	( )

The Library

A. The Collection

The library book collection is composed of approximately 180,000 volumes (1975), classified according to the Library of Congress Classification System. In addition to books and journals, the library also has a growing collection of microfilms, spoken records and tapes, maps and pamphlets.

Some of the more specialized materials dealing with Chemistry and Music are housed in separate libraries in Olds Science Hall and the Fine Arts Building respectively.

The A. M. Todd Rare Book Room houses the rare and/or unusual books given to the College by friends and alumni of the College. Books in the room do not circulate, but may be consulted when necessary. All items in the Rare Book Room are indexed in the main card catalog.

The library also holds a special collection of Baptist Church materials, most of which relate to Michigan Baptism. These are kept in the College and Baptist Room along with the College's archival materials. They are available for consultation by special arrangement.

B. The Building

The library has study facilities for approximately 500 students including individual carrels, study lounges, departmental seminar rooms, and after hours study rooms. The departmental studies may be utilized for upper-level departmental seminars not to exceed fifteen hours a week. Arrangements for their use should be made with the Librarian.

Faculty study rooms are available throughout the library. There is, however, no provision for reserving or locking these rooms.

The library also provides audiovisual viewing and listening equipment, microform reading equipment, computer terminals to the PDP-10, typing rooms, and a Xerox copying machine.

C. Library Policy and Operations

The College Librarian administers the library in a manner designed to make it an efficient instrument of learning.

The Instructional Resources and Development Committee of the Faculty is responsible for reviewing the policies and practices of the library, including the allocation of the departmental book funds.

The individual academic departments are responsible (in cooperation with the Librarian of the College) for the building up of the collection within their respective areas, subject to the limitations of the annual budgetary allotments. Departmental book funds (which must be spent by May 1) are used to purchase books published in the latest five-year period. Older items are purchased through the "old books" fund controlled by the Librarian.

The Library (continued)

C. Library Policy and Operations (continued)

The priorities for material selection are based on the contribution of the material to (1) the curriculum, (2) faculty development, and (3) scholarship at large. Departmental allocations of the library's book budget are based on a formula designed to reflect the changes in emphasis in the curriculum as they occur. Other elements of the budget which contribute to this goal are the new faculty allocation, and the allocation for materials for new or experimental programs.

The library is prepared to purchase multiple copies of certain titles for use by the students as collateral reading materials. As a rule of thumb, a copy of a title will be provided for every ten to twenty students in a class.

The stacks are open, with a few exceptions. For faculty members the loan period is the academic year, subject to recall. For others, the loan period is two weeks, with some exceptions.

Faculty members who lend library books to students are responsible for their safe return. Except by written prior arrangement, no student is permitted to take out a book in the name of a faculty member.

A two hour closed reserve section is maintained behind the circulation desk for course-related materials in which specific assignments have been made.

The library staff performs the usual ready-reference service for faculty and students and with adequate notice will provide classroom instruction in general resources or in specialized subject bibliography.

The students and the faculty of the College also have available to them the resources of the other academic and research libraries in the community. Most important of these in terms of use are the Western Michigan University Libraries and The Upjohn Company Technical Library. Through the State Access Office at the University of Michigan and the Medlars program at Wayne State University, students and faculty are able to obtain materials not available in the Kalamazoo area. Traditional Interlibrary Loan services are also available to the faculty.

Faculty Secretarial Service

There are a number of persons assigned to office and clerical positions in various buildings around campus. They are generally assigned to more than one department and efficient and fair utilization of these persons call for somewhat consistent observance of these guidelines:

1. All office and clerical personnel, except students, are expected to perform the duties as set out in their job descriptions. The job descriptions are broad summaries of the various tasks that faculty members would expect from clerical aid. Discretion, thoughtfulness, and consideration should be used in applying job descriptions so that all faculty will receive services, and our secretarial help will not be asked to perform services that were not intended.

2. Office and clerical salary classifications are based on job evaluation and will be administered by the Director of Personnel. Persons assigned to supervise clerical personnel will recommend salary increases and promotions based on merit. Evaluation procedures and the responsibility for its administration will be set out in separate instruction materials distributed by the Director of Personnel. The Director will be responsible for working conditions, establishing personnel policy and rendering decisions in case of disagreement.

3. Although we do not have a formalized clerical central pool, there are times when the workload should be shared. If your departmental secretarial services are overloaded with high priority items (described in 4a below), please contact the Director of Personnel to see if additional clerical help is available. Also, if there are any personnel problems regarding clerical personnel, contact the Director of Personnel.

4. The following are practical priorities and suggestions that have been agreed upon to make our work run more efficiently and with ease.

   a. Priorities:

      (1) Exams, tests, quizzes, etc.
      (2) Material for class use, i.e., outlines, syllabi, course schedules.
      (3) Letters of recommendation and faculty recruitment.
      (4) General correspondence.
      (5) Manuscripts.

   b. Please observe the following to help your clerical personnel to help you:

      (1) Written material should be legible and reasonable to follow. Spell out proper names, foreign and technical material for taped materials. DATE ALL MATERIALS.

      (2) It will help on dictated materials to indicate length of letters and provide all related correspondence.

      (3) Provide adequate time for typing materials in addition to adequate lead time for deadlines. (If the work load is high and

priority items threaten a manuscript deadline, other typing service should be sought for the manuscript.)

(4) The secretarial services should not replace student assistants.

(5) When a faculty member writes a textbook to be used in class, the students in that class should be charged a modest sum to cover the cost of duplication and materials.

(6) Any questions regarding nonacademic personnel should be directed to the Director of Personnel.

Instructional Services Program

The Instructional Services Program supports the faculty in their use of mediated instruction. The primary function of the program is to assist faculty and students in the design, production, and effective utilization of instructional materials.

The range of service includes:

1. compilation of bibliographies of film, slide, and audio materials on particular topics;

2. rental, purchase, or production arrangements for obtaining audio-visual materials (see over for Film Request Form);

3. graphics service for the design and production of slides, overhead transparencies, charts, maps, etc.;

4. technical service for production of audio and video materials; facilities are available for television, still and motion picture production, and audio production.

The Instructional Services Program provides a "multi-media" approach to the solving of instructional problems by offering options. Instructors and students may choose from a broad range of media to implement their instructional objectives.

FILM REQUEST FORM

Please fill out as completely as you can. We will be glad to fill in any information which you cannot provide. Please use a separate form for each course.

Date:
Professor's Name:
Dept. and Course #:
Time course meets:
Where course meets:

Film Title and Number	Show Date	Alternate Show Date	Length of Film	Rental Rate
1				
Places Looked: UM IU PSU WMU MGH T/L NBC NYF NYU EMC WISC IOWA NIU SIU OTHER:		Confirmed: Not Available		
2				
Places Looked: UM IU PSU WMU MGH T/L NBC NYF NYU EMC WISC IOWA NIU SIU OTHER:		Confirmed: Not Available		
3				
Places Looked: UM IU PSU WMU MGH T/L NBC NYF NYU EMC WISC IOWA NIU SIU OTHER:		Confirmed: Not Available		
4				
Places Looked: UM IU PSU WMU MGH T/L NBC NYF NYU EMC WISC IOWA NIU SIU OTHER:		Confirmed: Not Available		
5				
Places Looked: UM IU PSU WMU MGH T/L NBC NYF NYU EMC WISC IOWA NIU SIU OTHER:		Confirmed: Not Available		
6				
Places Looked: UM IU PSU WMU MGH T/L NBC NYF NYU EMC WISC IOWA NIU SIU OTHER:		Confirmed: Not Available		
7				
Places Looked: UM IU PSU WMU MGH T/L NBC NYF NYU EMC WISC IOWA NIU SIU OTHER:		Confirmed: Not Available		

Academic Computing Facilities

Computing equipment available to all faculty members includes eight remote terminals of varying types connected via telephone lines to a large PDP-10 time-sharing computer at Western Michigan University. The terminals, affording both graphic and hard copy capabilities, are conveniently located in the Upjohn Library, Olds-Upton Science Building, and Dewing classroom building. A wide range of comprehensive software support is available, and operating and technical assistance is provided by college student assistants and by a graduate assistant from the Computer Center at Western Michigan University who maintains daily office hours at the College on a one quarter time basis.

The faculty can avail itself of these facilities at any time not conflicting with required student or class usage. Scheduling will be coordinated by the Computer Science Department. The service is free to faculty for their own unsponsored research or course preparation. Commercial, administrative, or personal work unrelated to the College is not permitted. Student assistants employed by the Computer Science Department are not generally available to do programming or actual operating for faculty members. Funds to support this kind of activity should be included in individual departmental budget requests.

The administrative computer center facilities, which presently include an IBM 1620 Disk System with a calcomp plotter, are available for faculty use free of charge whenever time is available and capabilities unique to the facility are needed. Scheduling, in this instance, is handled by the Director of Administrative Computer Services, and necessary forms, cards, and other supplies can be purchased from the Computer Center.

Book Orders

All materials and books for classroom use are to be ordered through the College Bookstore. Order forms are distributed to the faculty one quarter in advance. Each form is to be filled out and returned by the date indicated to insure delivery of materials for the opening of classes. Books which are listed by publishers as being "in print" are, in fact, sometimes not. In order to provide sufficient lead time for substitutions, faculty will be asked to return their orders during the second week of the quarter.

Faculty should be aware that an increasing number of books ordered are never sold. The problem is difficult because some suppliers will accept only a limited percentage of returns based on annual order volumes; other suppliers will not accept returns at all, unless accompanied by a new order for an equivalent amount. This means the Bookstore will be stuck with a number of books unless precise and timely orders are received.

Most publishers will provide faculty members with a free desk copy prior to the beginning of classes if the following provisions are met:

1. The book is to be used in classroom work.

2. The request is sent six to eight weeks before the start of the quarter it is needed.

3. The request comes from the faculty member himself, not the Bookstore. Forms for ordering desk copies are available in the Bookstore. Unfortunately, the Bookstore cannot provide the faculty member with a book while he is waiting for his copy to arrive from the publisher. Please plan ahead.

4. The Bookstore has a net order (initial order minus returns) of ten or more books. If this is not the case, the faculty member may be asked to pay for the desk copy--this is a policy of some book companies, particularly those dealing in foreign language books.

Adding Courses to the Curriculum

I. Criterion. A course will be recommended to the faculty for addition to the curriculum (as a new course or as a replacement for a present course) when EPC judges that the course will make an appropriate contribution to the educational program.

II. Issues. In arriving at this judgment, the following issues will be considered:

1. Aims. How does this course reflect, contribute to, or redefine the educational aims of

   a. the College?
   b. the department?
      i. major program
      ii. non-major program
   c. the professor?
   d. Why is right now a particularly good time to begin offering this course?

2. Context--timing. Where does this course fit?

   a. in the career of the student (major, non-major)?
   b. in relation to other departmental offerings?
   c. in the quarter system?
   d. in relation to other departments or interdisciplinary programs?

3. Audience. Describe the intended audience.

   a. qualitatively - year level: major, non-major
   b. quantitatively.

4. Staff capabilities.

   a. Why is this particular faculty member going to teach this course instead of a course he now teaches? (Why are we asking him to add a course to his repertoire?)
   b. Why is the course to be taught by a particular faculty member rather than by someone else?
   c. Will the addition of this course stress the departmental staff enough to require an addition to their number?

5. Opportunity costs.

   a. If this course is an addition to the curriculum, it is but one of several possible additions. Why is it the best one at the present time?
   b. If this course is to replace a current course, the relevant issues from 1-4 above should be considered. How is the proposed course better than the current course?

Adding Courses to the Curriculum (continued)

III. Procedure

1. At least one month before faculty action* is necessary, EPC must receive materials, including the following:

   a. A short description appropriate for inclusion in the catalogue, including the course number and prerequisites.
   b. A statement justifying the course in rather broad terms along the lines of responding to the issues raised in Section II.
   c. A brief outline of the course to give the Committee some sense of the conceptual, topical, chronological, or other, structure of the course.
   d. A tentative bibliography of the course.
   e. Separate statements, commenting on the proposed course, by the departmental and divisional chairmen.

2. EPC's subcommittee on courses will meet with a representative group from the department before bringing a recommendation to the full committee.

3. If the full committee accepts the department's proposal, the requested course change will be submitted for faculty action.

Adopted 1/12/72
Amended 11/9/72

*PLEASE NOTE: All new courses need to be approved with virtually two quarters' lead time. In effect, faculty action is necessary six months before a course is to be offered in order to appear in the appropriate course schedules. Bear in mind that (1) faculty meetings occur only once a month (on the first Monday) and (2) for many students the next quarter in residence is not the following quarter but the one after that. Some students in residence Fall Quarter, for example, are planning schedules for Spring.

Disclosure of Student Records

A faculty member should not release any information about a student unless he has been given authorization by the Registrar's Office. Requests for any information about students should be directed to the Registrar. In releasing information, the College follows Public Law 93, Section 380 (Rights and Privacy Act 1974) and the Guidelines of the Committee on Records Management and Transcript Adequacy of the American Association of Collegiate Registrars and Admissions Officers.

CHAPTER III

ADMINISTRATIVE ORGANIZATION AND PROCEDURES

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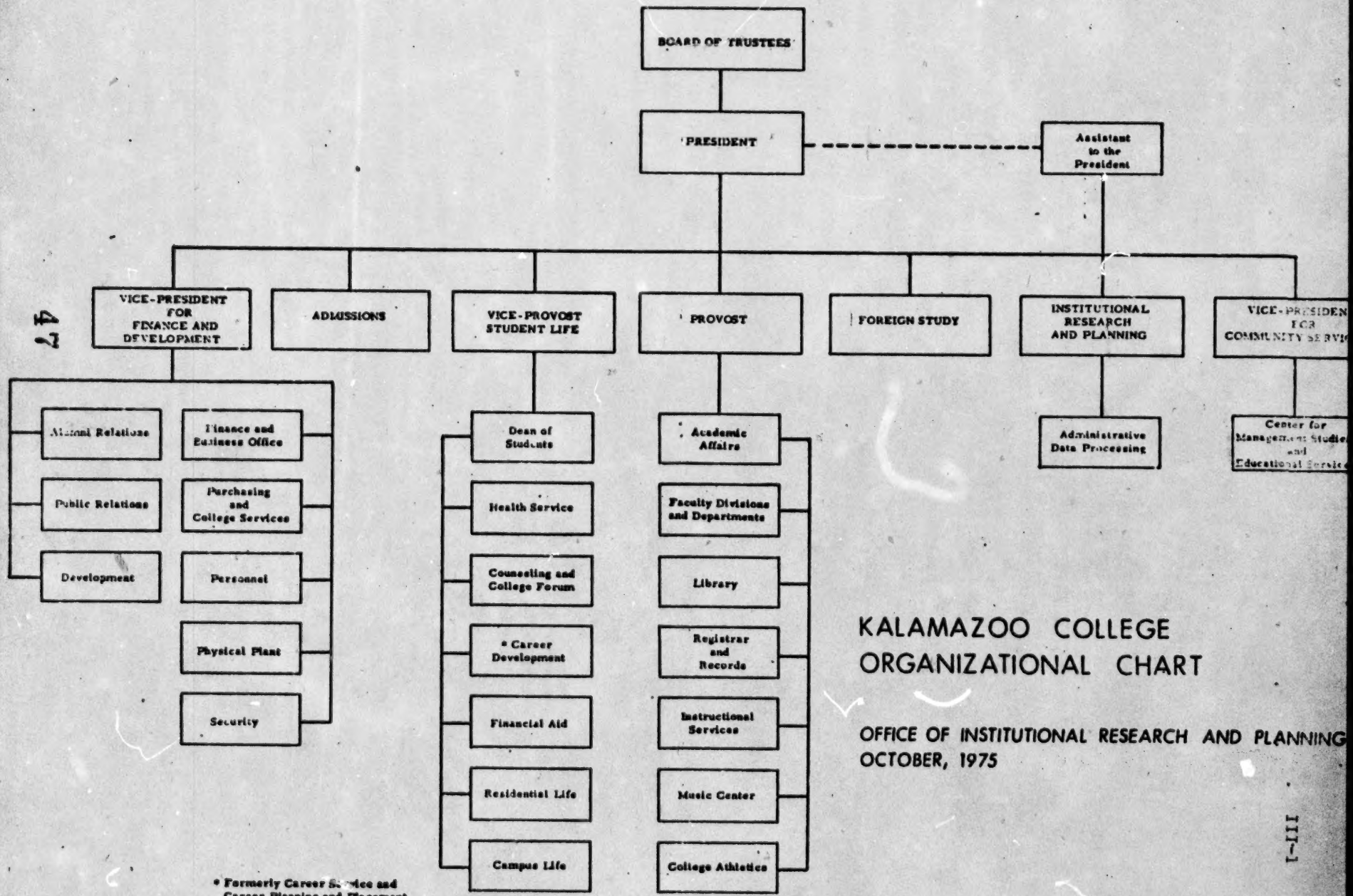

BOARD OF TRUSTEES
PRESIDENT
Assistant to the President
VICE-PRESIDENT FOR FINANCE AND DEVELOPMENT
ADMISSIONS
VICE-PROVOST STUDENT LIFE
PROVOST
FOREIGN STUDY
INSTITUTIONAL RESEARCH AND PLANNING
VICE-PRESIDEN FOR COMMUNITY SERVI
Alumni Relations
Finance and Business Office
Public Relations
Purchasing and College Services
Development
Personnel
Physical Plant
Security
Dean of Students
Health Service
Counseling and College Forum
* Career Development
Financial Aid
Residential Life
Campus Life
Academic Affairs
Faculty Divisions and Departments
Library
Registrar and Records
Instructional Services
Music Center
College Athletics
Administrative Data Processing
Center for Management Studies and Educational Servic
KALAMAZOO COLLEGE
ORGANIZATIONAL CHART
OFFICE OF INSTITUTIONAL RESEARCH AND PLANNING
OCTOBER, 1975
* Formerly Career Service and Career Planning and Placement

Payroll Arrangements

Pay Day

Faculty members' contracts are for nine months of service, but salaries are paid in twelve equal monthly installments. Checks are distributed in advance on the first day of the month for the service for the following month. If the first is on a weekend or holiday, checks are available after 3:00 P. M. on the last working day prior to the first. Paychecks may be picked up at the Personnel Office or arrangements made for their mailing for periods spent off campus.

Payroll Deductions

Deductions as required by law are made for withholding and Social Security taxes. Income tax dependency information, both federal and state, must be kept current. Individual faculty members are responsible for filing this information on the appropriate forms in the Personnel Office.

For those holding TIAA contracts, five percent of the gross salary is deducted each month; the College pays an additional ten percent each month, and the total is applied to each retirement contract. Under the Internal Revenue Service code, it is permissible to request a salary reduction with the understanding that the College will pay the reduction amount to your retirement contract along with its own 10% contribution. The reduction amount may be only the 5% regular payment or more if that is desired. The maximum allowable can be computed for you in the Personnel Office. By taking a salary reduction, federal income tax on this is deferred until the income is received in retirement.

Through the cooperation of the First National Bank and Trust Company of Kalamazoo and the School Employees' Credit Union, faculty members may authorize salary deductions for savings or loans to these institutions.

Insurance

Group Life Insurance

The College provides a group life insurance program divided in two parts. Part A, totally paid by the College, provides $2000 life insurance for all faculty members. This coverage continues after retirement. Part B is an optional, super-imposed plan, with cost shared equally by the College and the individual. The amount of super-imposed insurance for which an individual is eligible, is determined by the following salary schedule:

Salary Range	Eligible Superimposed Insurance
Under $3,000	$ 3,000
$ 3,000 to $ 4,999	$ 6,000
$ 5,000 to $ 6,999	$ 9,000
$ 7,000 to $ 8,999	$12,000
$ 9,000 to $10,999	$15,000
$11,000 to $12,999	$18,000
$13,000 to $14,999	$20,000
$15,000 and up	$24,000

The Part B insurance declines in value 20% per year, commencing at age 61 so that only Part A remains at age 65. As the group life insurance declines, a person's retirement annuity will be growing so overall protection will not tend to diminish.

Permanent and Total Disability Insurance

1. The faculty of Kalamazoo College is enrolled in the Permanent and Total Disability Program of the TIAA. The plan provides for monthly benefits, commencing after a six (6) month waiting period equal to 60 percent of the first ~~$1000~~ 1500 monthly salary plus 40% of monthly salary in excess of ~~$1000~~ 1500, to a maximum of $1400. Benefits described above include any amount from Social Security; benefits are reduced by amounts received under Social Security. In addition there is a waiver of TIAA and CREF retirement premium payments during the period of disability. At age 65 any recipient of disability benefits will cease receiving them, and begin receiving his retirement annuity. Cost of the program is borne equally by the College and the individual.

2. As an integral part of the Disability Protection, the College has a policy of full salary continuation for the eligible individual during the six month period before the permanent disability insurance becomes operative.

Major Medical Insurance

The College covers all individual faculty members with a $100,000 per cause, major medical and hospitalization plan underwritten by Michigan Education Special Services Association. Particular details of the plan and its coverage are available in a supplementary booklet. Faculty members with dependents pay for the dependent portion of their major medical coverage.

Support of Education of Faculty Children

The Board of Trustees voted on October 15, 1965, the following plan for support of the education of faculty children:

1. The College will provide a scholarship of tuition and fees (not room and board) for each faculty child attending Kalamazoo College.

2. The College will provide a scholarship to the relevant college or university for the tuition and regular fees of a faculty child up to an amount equal to the tuition and regular fees of Kalamazoo College. This part will be limited to two children or eight years of undergraduate education per faculty member. Any scholarship award, private or government, won by the faculty child will reduce the scholarship given by the College.

3. Faculty children applying at any Michigan college or university must compete in the Michigan Scholarship Plan to be eligible for participation in the Kalamazoo program. This includes those applying to Kalamazoo College.

Please note:

1. Faculty members are expected to encourage their children to compete for other types of scholarships as vigorously as they would if the College had no program.

2. Any federal tax assessed on these scholarship awards now or in the future, current or retroactive, is the responsibility of the recipient's family.

3. In the light of the rapidly changing patterns of financial aid for higher education, this plan will be subject to periodic review.

In the Faculty By-Laws the definition of the faculty reads "a body consisting of the President, the teaching faculty...and members of the administrative staff whose duties require participation in the faculty meeting." We are interpreting that those administrators sharing in TIAA-CREF will be eligible to participate in the program for support of the education of faculty children.

By establishing a two-child limit for part three of the program, the cost projections fall well within the fringe benefit cost estimates made in the ten-year Ford Foundation study. We believe, too, that the four-part program will answer the needs of almost all children of faculty members, yet will effect a sizable savings in the Ruml Fund reserves.

Supplies and Services

Departmental supplies and expenses must be requisitioned through the Business Office before any purchases or commitments are made. Requisitions must be approved by department heads and the Comptroller. Purchases and commitments will be completed by the Purchasing Agent. Expense statements for authorized travel should be made on the appropriate forms available in the Business Office.

Supplies and Reproduction Services

Ordinary office supplies and reproduction services are available in the Service Office, located in the basement of Mandelle. Faculty members are urged to bring materials to the Office sufficiently in advance of the time the material is needed to allow for careful work and allowance for other work which may have priority. A key operator will be on duty to assist in properly using the reproduction equipment.

Mail

The mail room is located in Mandelle. Mail boxes are grouped by offices and alphabetically. Each faculty member has his own box, and secretarial staff are expected to use boxes designated for their respective offices. Mail is distributed once each day.

Use of College Cars

The College maintains several cars for College business. Anyone having need of them for business purposes must make requisition well in advance of the desired date. Last minute requests for cars are usually difficult to fill. Under certain conditions, priorities for the use of cars must be established. Cars may be requisitioned at the Physical Plant Office at the foot of the hill behind Hoben Hall. An accurate record of car expenses and mileage must be kept and reported.

College cars are used subject to the following conditions:

1. When used for official business, a charge of eleven cents per mile is made against the appropriate budget.

2. When traveling by car on College business, faculty and staff are expected to use College cars when they are available. If none should be available, the College will pay eleven cents per mile for the use of personal cars.

3. Whenever possible obtain gasoline from the College pump near the Maintenance Garage. For out-of-town trips of any great distance obtain gasoline credit cards from the Physical Plant. Please do not pay cash for gasoline while traveling unless it is necessary.

Use of College Facilities

College facilities have been designed for specific functions which contribute to the general educational mission of the College. The purposes for which any specific facility is designed shall determine the first priority for the use of that facility; for instance, academic uses shall have priority over any other proposed uses of academic space, athletic contests shall take priority over other proposed uses of athletic facilities, etc.

Assignment of Classrooms

All academic/classroom space requirements for normal class hours (8:00 A. M.-4:00 P. M., Monday through Friday) are arranged through the Office of the Registrar (38488). Reservations of classrooms in the evening hours are made with the Director of College Activities (see paragraph 7 below).

The College's educational mission includes many types of service to the larger community. College facilities may be made available to groups from the larger community with community service being used as the governing principle in the decision to allow such use and the determination of charges.

The Director of College Activities shall have the responsibility of deciding whether proposed uses of facilities normally made available to the community are (a) appropriate to the purposes for which those facilities are designed, and (b) in the interest of the College as a form of community service.

In the event that a conflict in policy is not readily resolvable by the Director of College Activities, or that a proposal is received for the use of facilities not normally made available to the community (dormitory space and any space not listed in the fee schedule below), the power of decision shall lie with the Committee on Space Reservation in consultation with the Vice-President for Finance and Development.

The Committee on Space Reservation shall be an ad hoc committee of the administration composed of the Dean of Students, the Director of the Physical Plant, the Director of Housing, the Director of College Activities, the Assistant Provost, and the Director of Public Relations.

A calendar of events and list of room reservations will be kept by the Office of the Director of College Activities. To make reservations for the use of College facilities, please call 383-8405; if no answer, call 383-8467. The Director of College Activities shall have full responsibility for keeping an accurate calendar and reservation list, for notifying physical plant supervisory personnel of any events requiring special attention by their staffs, for clearing the use of any facility considered to be the regular working area of any department, and for advising the Business Office of any charges, fees, or extra costs to be billed to those persons using the facilities.

Chairmen of academic or administrative departments are formally requested to inform the Director of College Activities of any standing reservations for the

coming academic year by August 1 of any given year. This request for reservations should include any event which requires the use of more than one College facility (Homecoming, Parents' Day, Graduation, etc.) or a single facility for an extended period (Bach Festival, Armstrong Lectures, NLTA Boy's Tennis Tournament, etc.)

The following priorities shall be observed in making decisions of the availability of College facilities:

1. Events involving all members of the College community sponsored by bona fide College groups, organizations, or committees (e.g., Forum).

2. Events sponsored by members of the faculty or administration in the normal pursuit of their duties to the College.

3. Events sponsored jointly by faculty and students for College groups.

4. Events sponsored by students for members of the College community.

5. Events sponsored by Friends of the College or non-profit community service organizations.

6. Persons not connected with the College may reserve space for private functions (weddings, receptions, etc.) provided the Director of College Activities deems such an event is not inappropriate to the purpose of the facility and that there is no request received from any of the above persons or groups for the use of the same facility within one month of the first request. Events which have been scheduled for more than one month cannot be replaced by higher priority events, except in unusual and pressing circumstances.

College facilities will not be made available to persons having the expressed or covert intention of soliciting monies or other support from members of the College community, except when such solicitation is for charitable non-profit organizations or can be adequately justified under the principle of community service.

Should any event be scheduled which requires additional security officers or safeguards against overcrowding or other violation of law, the responsibility of providing such protection lies with the group or persons renting the space and not the College. In such a case, the Director of College Activities shall obtain proof from the organization or persons in advance of the event that adequate safeguards will be provided.

A caution deposit will be required when alcoholic beverages are to be served or, in the judgment of the Director of College Activities, there is the potential for unusual maintenance or damage costs. The caution deposit will be added to the normal rental fee if unusual maintenance costs or damage costs accrue to the College through the event or are caused by persons whose attendance to the event contributed to such costs.

Smoking is <u>not</u> permitted in Dalton Theatre, the Recital Hall, classrooms or laboratories.

Use of College Union Dining Facilities

Food service is arranged directly with Saga Food Service by the sponsor of the event.

Members of the faculty and staff are invited to make use of the College Union dining rooms at any time at the prevailing rates for individual meals.

In addition, the College supplies to each full-time faculty member a number of complimentary meal tickets each quarter, primarily for lunches. These tickets are intended to make it possible for faculty to meet and become better acquainted with students. They should not be used for faculty committee meetings or consultations.

Key Requisitions

No key orders will be taken by phone. All requests, with the exception of residence halls, are to be requested on the key requisition card and written on a work order form. Residence hall key requests are to be written on a work order form only (House Managers and Resident Advisors only are authorized to request keys). On the work order indication is to be made of the location (building, floor and room number), date required, name of person key is requested for, reason for replacement request (lost, stolen, missing, new employee, etc.), name of person requesting key, and date. A five dollar ($5.00) fine will be assessed for any lost, stolen or missing key.

Requisition and work order forms are available from Physical Plant and the Mandelle switchboard operator.

KALAMAZOO COLLEGE KEY REQUISITION

		Office Use Only		
KEY NO.	ROOM (DOOR #)	NAME	DATE ISSUED	DATE RETURNED

I recommend a key for _____ to be issued to:
(Building & area door key)

_____ for the following reason: _____
(Name)

_____

If temporary, to be used on:

_____ Approval: _____
(Dates) Division/Department

and returned by _____. _____
(Date) Physical Plant

PHYSICAL PLANT/EDP

KALAMAZOO COLLEGE
PHYSICAL PLANT DEPARTMENT
383-8420

WORK ORDER
SHORT FORM

WORK ORDER TITLE	JOB TYPE	PR	WORK ORDER NUMBER	SUPR NO.
			M	

ACCOUNT	BUILDING

EST. MANHOURS	EST. LABOR $	EST. MATERIAL $	EST. CONTRACT $	EST. TOTAL $	EST. COMPLETION DATE MO	DAY	YEAR

SEQ.	CRAFT	REQ.	CODE	HOURS
	Carpenter		01	
	Locksmith		02	
	Upholsterer		03	
	Furniture Rep.		04	
	General Maint.		05	
	Mason/Plaster		06	
	Custodian		07	
	Env. Tech.		08	
	Electrician		09	
	Plumber		10	
	Painter		11	
	Stationary eng.		12	
	Groundsman		13	
	Utilityman		14	
	Mechanic		15	
	Driver		16	
	Security		17	
	Athletic Asst.		18	

REQUESTOR: fill out all spaces in black box below

DESCRIPTION OF WORK REQUESTED			DATE REQUIRED
BUILDING:	FLOOR:	ROOM:	PRIORITY:
REQUESTED BY:		DATE:	
ORIGINATOR'S ESTIMATE (DOLLARS)	REVIEW AFTER ESTIMATE ☐ YES		PROJECT NO.

EMPLOYEE _____

PLANNER/SCHEDULER _____ JOB COMPLETED ___/___/___ SUPERVISOR _____

KALAMAZOO COLLEGE PARKING REGULATIONS

I. ELIGIBILITY

A. General requirements for eligibility:
1. All faculty and staff are eligible to maintain a motor vehicle on campus. Refer II A-1.
2. Only those students who are commuters, or of Sophomore standing or above and living on campus and those students who qualify according to Section I-B, may possess, park, or operate a motor vehicle, including motorcycles, motor scooters and motor-driven cycles on College property.
3. No student, faculty or staff member may register a motor vehicle unless the title to vehicle is in his name or the name of a member of his immediate family.
4. The State Motor Vehicle Registration Certificate must be presented upon registration for a parking permit.
5. Visitors are entitled to drive and park a vehicle on campus in proper areas.

B. Students who are not otherwise eligible MAY APPLY for motor vehicle privileges if they:
1. Are physically handicapped as determined by the College Health Service.
2. Would encounter an unusual hardship by denial of motor vehicle privileges.
3. Are married and living with spouse.

II. MOTOR VEHICLE REGISTRATION

A. All motor vehicles possessed, parked or used on campus by eligible faculty, staff and students must be registered.
1. All drivers who qualify under section I must obtain an application form from the switchboard at Mandelle Hall or the Student Activities Office at Hicks Center.
2. Vehicles of all eligible persons must be registered within 72 hours after the beginning of classes.

B. Registration identification for motorcycles, motor scooters, and motor-driven cycles, shall be displayed in accordance with instructions given at the time of registration. Registration is not complete until identification is properly attached. Motorcycles must be parked and driven in conformance with the general provisions for motor vehicles.

C. Motor vehicle registration expires: 1.) when ownership of vehicle changes; 2.) when the eligibility of motor vehicle privileges change; or 3.) when motor vehicle privileges are revoked by disciplinary action, whichever occurs first.

D. Please report any change in license plate numbers to the Office of Security immediately.

E. Student parking permits are limited to one per vehicle except for special parking permits.

III. PERMITS

A. TEMPORARY STUDENT PERMITS
Students who have a motor vehicle registered, and for some extraordinary circumstance find it necessary to operate and park an unregistered car

on campus, may obtain a temporary permit from the Office of Security.

B. CONSTRUCTION PERMITS
Construction permits will be issued to those people who are working under contract with the College for construction of College facilities.

C. SPECIAL PERMITS
A permit to be used in conjunction with a regular student sticker for special parking privileges in designated lots.
1. Physically handicapped as determined by the College Health Service.

IV. DRIVING AND PARKING REGULATIONS

A. All regulations pertaining to motor vehicle registration and operation are in force twenty-four hours a day and throughout the entire year.
B. No vehicle may be left on campus during quarter breaks without prior approval of the Security Office.
C. Faculty/Staff may park in any lots except Trowbridge and Shale House which are restricted to "Registered Student Parking Only", and the "Guests Only" lot at the east end of Hicks Center.
D. Guests may park in any lot except Trowbridge and Shale House which are restricted to "Registered Student Parking Only". A lot at the east end of Hicks Center is restricted to "Guests Only".

V. VIOLATIONS-PENALTIES

A. Fines are payable in the Business Office in Mandelle Hall.
B. College disciplinary action may revoke a person's driving and parking privileges on campus.
C. In addition to a fine the following infractions concerning students may be referred for appropriate disciplinary action: 1) ineligible drivers, 2) violations in excess of three.
D. Drivers, owners, or the person to whom the vehicle is registered with the College, not conforming to the rules as defined in these regulations will receive a violation notice.

PARKING AND TRAFFIC REGULATIONS
ARE IN EFFECT AT ALL TIMES

Rev. 11/75

11/75

60

APPLICATION FOR PARKING PERMIT

KALAMAZOO COLLEGE.
CAMPUS SECURITY OFFICE

Complete this form and bring it along with your vehicle, liability insurance policy, vehicle registration slip and driver's license to receive your permit.

NAME (LAST) (FIRST) (MIDDLE)

☐ Faculty ☐ Staff ☐ Student

DATE

LOCAL MAILING ADDRESS

CLASSIFICATION
☐ Fresh. ☐ Soph. ☐ Jr. ☐ Sr. ☐ Sp. ☐ Grad.

PERMANENT HOME ADDRESS

DEPARTMENT

CITY AND STATE

OFFICE PHONE

Description of Vehicle

MAKE | YEAR | BODY STYLE | COLOR

MOTOR NO. | SERIAL NO. | STATE | LICENSE

OWNER OF VEHICLE | DRIVERS LICENSE NUMBER | EXPIRATION DATE

ADDRESS

NAME OF INSURANCE CO. | POLICY NO.

ADDRESS | NO. YEARS | COVERAGE From To

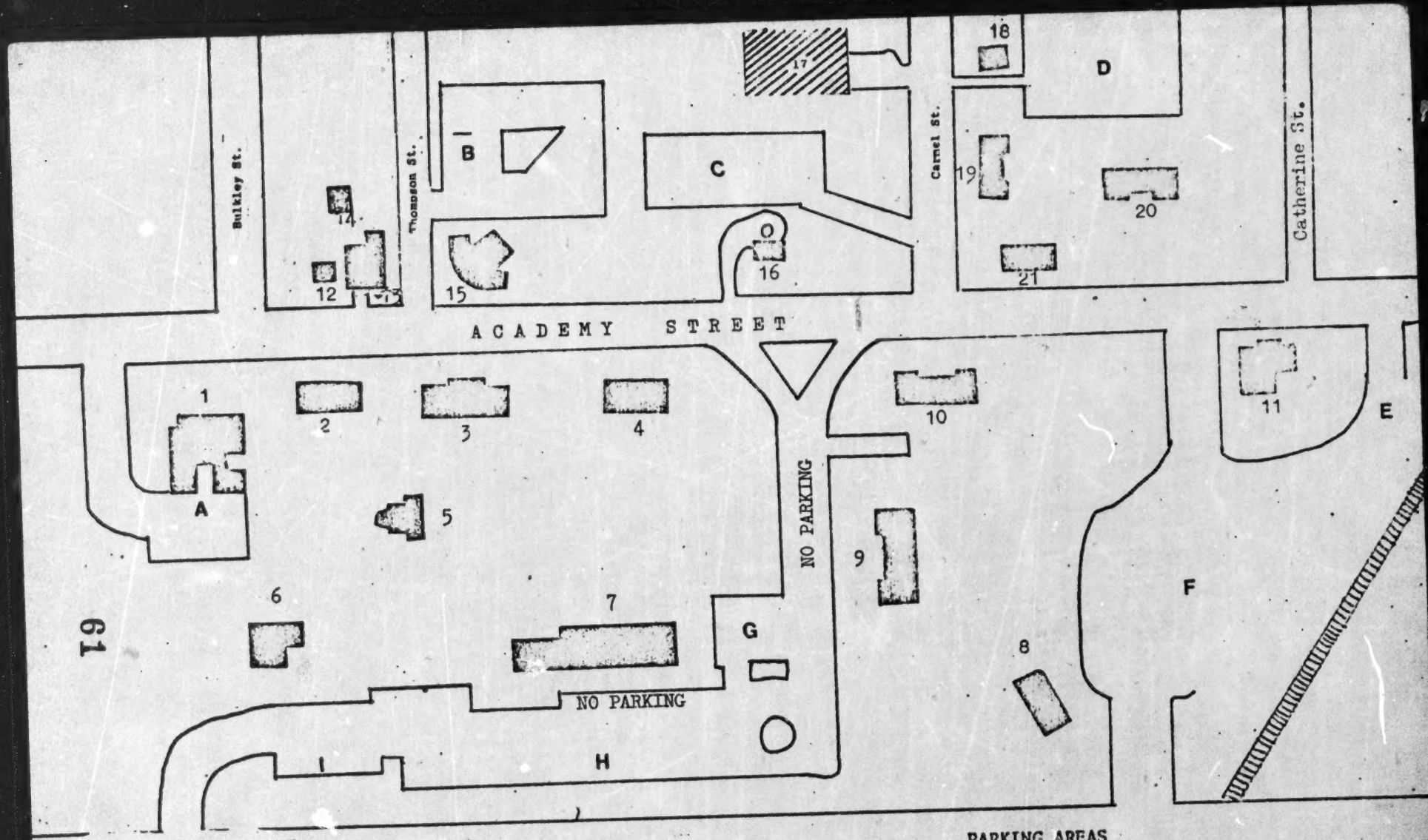
I hereby certify that the above information is true and correct. I have received a copy of the current rules and regulations and agree to read and abide by them. I am not receiving financial aid at this time.

PARKING PERMIT NO.

SIGNATURE OF APPLICANT

ISSUED BY

III-14



Directory

1. Mary Trowbridge
2. Dewing Hall
3. Mandelle Administration Hall
4. Upton-Olds Science Hall
5. Stetson Chapel
6. DeWaters Hall
7. Hicks Student Center
8. Physical Plant
9. Hoben Hall
10. Harmon Hall
11. Tredway Gym
12. Blair House
13. Upjohn Library
14. Nuss House
15. Light Fine Arts Bldg.
16. Humphrey House
17. Stowe Tennis Stadium
18. Shale House
19. Severn Hall
20. Crissey Hall
21. Natatorium

Parking Areas

PARKING AREAS

A "Registered Student Parking Only"
B Student, Faculty/Staff, Guest
C Student, Faculty/Staff, Guest
D "Registered Student Parking Only"
E Student, Faculty/Staff, Guest
F "Maintenance Parking Only"
G "Guests Only"
H Faculty/Staff, Guest
I Stude[illegible] Faculty/Staff, Guest

11/75

III-15

Faculty Admission to Athletic Contests

The faculty is invited to attend all athletic contests sponsored by Kalamazoo College. A complimentary ticket, which is good for two people, will be issued to each faculty member and employee of the College at the beginning of the school year. The ticket will be honored at all away conference contests. Additional tickets may be secured for the immediate family and special guests of the faculty by notifying the men's Director of Athletics. The general public is charged admissions for football and basketball games only.

Faculty Privileges in the Athletic Department

Each faculty member may have the opportunity of working out in the gym at any time which does not conflict with the physical education, intramurals, and athletic program. Faculty members are eligible to compete in the intramural program. Lockers are available for faculty and may be secured through the Director of Intramurals.

The tennis courts at Stowe Stadium, as well as the indoor courts in Treadway Gym, are available for faculty use by reservation. When the College is in session the order of preference for the courts is: (1) physical education classes; (2) men's and women's intercollegiate teams; (3) faculty and students.

Faculty Identification Cards

Identification cards are available in the Provost's Office. The main use for these cards is for library privileges at other colleges and universities.

KALAMAZOO COLLEGE
KALAMAZOO, MICHIGAN

THIS CARD WILL IDENTIFY

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as a member of the faculty of the College and is entitled to all the rights and privileges accorded to its members.

GEORGE N. RAINSFORD, *President*

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